Deleting Files and Folders Backup Data

https://campus.barracuda.com/doc/93197301/
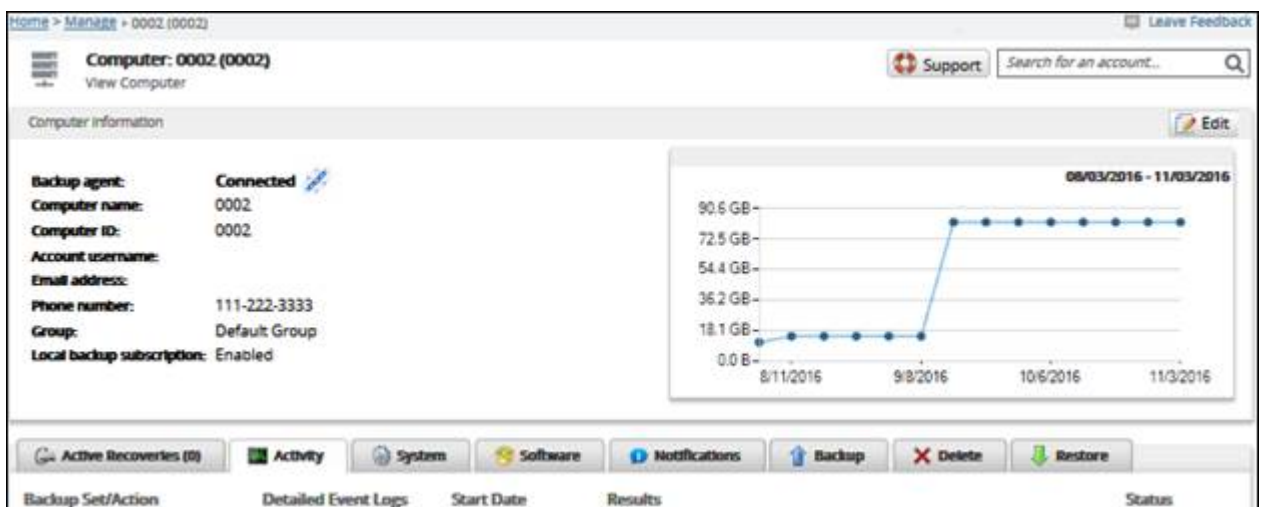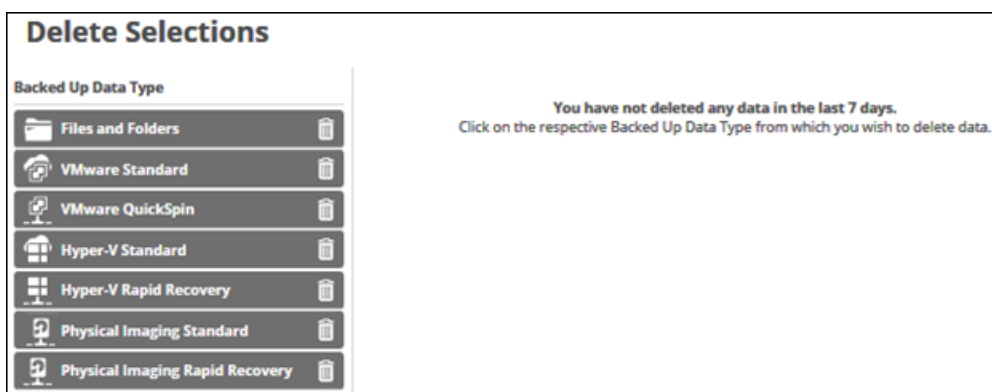
Deleted data is completely purged and cannot be accessed or restored.

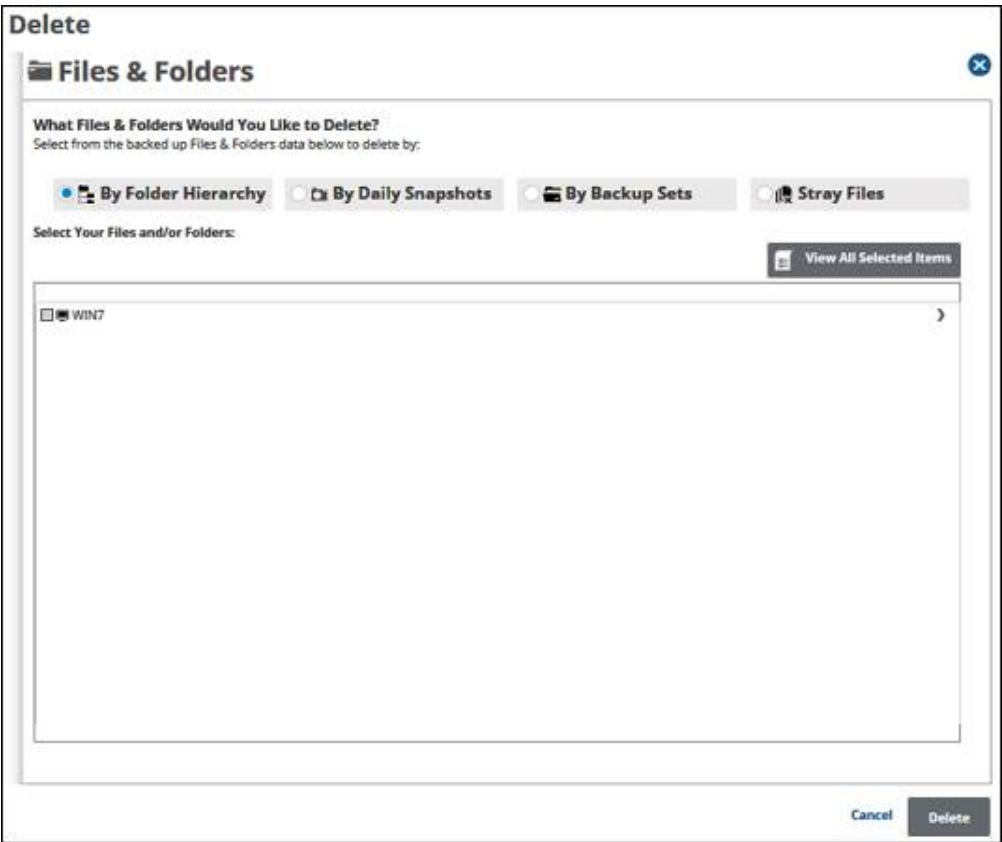To delete Files and Folders backup data, perform the following steps.

1. Navigate to the **Computer** page. See Navigating to the Computer Page for instructions.
The **Computer** page is displayed.

2. Select the **Delete** tab.
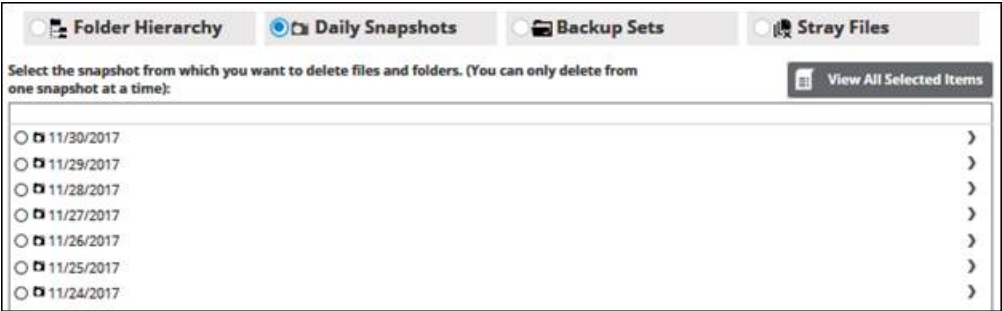The **Delete Selections** page is displayed.

3. Select **Files and Folders**.
The Delete page is displayed.

4. Select the backup type you want to browse by clicking the relevant radio button as described in the following table.

By Folder Hierarchy	Browse the hierarchy of the files and folders you originally backed up to select the data you want to delete.
By Daily Snapshots	View data by dates and delete specific instances.
By Backup Sets	Browse the files and folders you want to delete by viewing them organized by the backup sets you created.
Stray Files	Delete files no longer being backed up.

5. For example, select the **Daily Snapshots** banner.
   The Snapshots from the last 7 days are displayed.

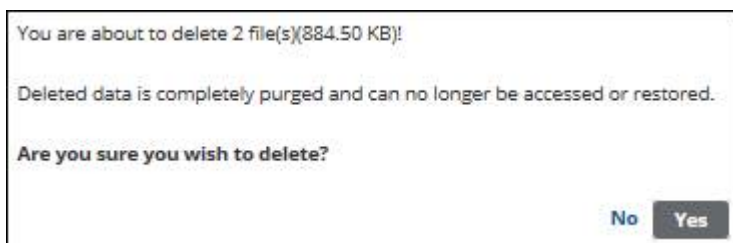6. Select the **Snapshot** radio button of the file you want to delete.

   Clicking the arrow ⟩ at the right of the items displays more files and folders.

   > You can only delete from one daily snapshot and device/share at a time. Selecting a different snapshot clears your current selection.

7. Click the **View All Selected Items** button to display and remove any selections.
The **All Selected Items** pop-up is displayed.

    1. Click the remove ⊠ icon to remove items from your selection.
       You may only remove items from the list.

8. To apply changes made in the pop-up, click the **Save** button.
Clicking **Save** commits the changes, closes the pop-up, and returns you to the **Selection** page.
Clicking the **Cancel** button ignores changes made in the pop-up list and returns you to the **Selection** page.

9. When satisfied with your selection, click the **Delete** button.
The **Delete** confirmation pop-up is displayed.

10. Click the **Yes** button.

The **Delete Selections** page is displayed with the latest deletion.

Figures

1. image032.jpg
2. image033.png
3. image034.jpg
4. image035.jpg
5. image036.jpg
6. image037.jpg
7. image038.jpg
8. image039.jpg